

**BUTTE COUNTY  
CHILDREN AND FAMILIES COMMISSION  
Friday, March 19, 2004  
Minutes**

Held at the Mira Loma Drive county offices, the meeting was called to order at 8:30 a.m.

Item 1: Introductions and Agenda review

Commissioners present: Patricia Cragar, Marian Gage, Mark Lundberg, Karen Marlatt, Linda Moore, Phyllis Murdock, Alternate: Jeff Fontana

Commissioners absent: Jane Dolan, Sandra Machida, Mary Neumann and Gene Smith

Staff present: Susan Billings, Anna Dove, Bobbi Dunivan, Cheryl Giscombe and Eva Puciata

Staff absent: None.

Also present were: Staci Howell/BCOE, Elaine Lucero/American Lung Association, Jenica Huddleston/Zetetic Associates, Dolores Marcotte/Enloe, Lindsay Hosbach/CSUC, Constance Carter/BCDA, Michael Ramsey/BCDA, Kris Simpson/BCDA, Sue Webber-Brown/BCDA, Margie Ruegger/Parent Education Network, Barbara Hanna/Home Health Care Management, and others who arrived later.

During the Agenda review, Item 8 was removed due to rescheduling and Items 3 and 4 were swapped.

Item 2: Consent Calendar

The consent calendar contained the DRAFT January 16, 2004 Commission meeting minutes.

**Karen Marlatt made a motion to approve the consent calendar. Marian Gage seconded the motion. The motion passed unanimously.**

Item 4: Strategic Plan & Evaluation Committee Report

Marian Gage presented an update on the Request For Qualifications – Evaluation Contractor Selection process. She was pleased with the interview process and the level of professionalism displayed by participating evaluators. Based upon the written proposal, oral interview and results of the reference check, the Committee formally recommended that the Commission contract with Duerr Evaluation Resources, Inc.

**Pat Cragar made a motion to contract with Duerr Evaluation Resources, Inc. for local evaluation services. Karen Marlatt seconded the motion. The motion passed unanimously.**

Item 3: Administration Committee Report

Phyllis Murdock spoke for the Administration Committee, who met on March 3, 2004. Discussed at the meeting were the Proposal For Special Funding/Drug Endangered Children Program, Commissioner Membership term expirations, Annual Statewide Conference attendance plans, Annual Outside Audit selection process, and the 2004/2005 DRAFT Annual Revenue & Expenditure Budgets.

- (A) The Butte County District Attorney's Office submitted a Special Funding Proposal (SFP) for Commission consideration on February 27, 2004. They have twice before requested and been granted special funding for the DEC program. The Committee had questions related to the SFP that they felt needed to be addressed before a decision could be made. The Committee asked that staff forward Committee questions to the District Attorney's office and deferred the DEC Special Funding Proposal

to the full Commission for determination as a discussion/action item. The questions and answers were as follows:

*Why wasn't the proposal submitted prior to the January Commission meeting?* The SFP was not submitted prior to the January Commission meeting because 1) the District Attorney was exhausting attempts to have the County pick up DEC funding after December 31, 2003, and 2) coordination with commission staff indicated the first opportunities for the Administrative Committee review was March 1, 2004 with the subsequent Commission meeting on March 19, 2004.

*If services are still being provided, how are they being provided and with what funding?* The Commission funded two DEC personnel through December 31, 2003. The DA's office has continued to pay their salaries, which is tagged as an unfunded element in the Criminal Prosecution budget, pending the outcome of the SFP. If special funding were not granted, the amount expended on DEC salaries would require the District Attorney to make an equivalent amount of reductions in the Criminal Prosecution budget and could potentially mean furlough of other staff in the office.

Commission staff confirmed that \$99.4K remains in the FY 03-04 budget for special projects funding. The DEC request would leave a little over \$40K in the budget. Jeff Fontana questioned the actual amount being requested, as the SFP seems unclear. He suggested that the narrative and financial spreadsheets be cleaned up to reflect clear and correct information. Connie Carter of the District Attorney's office confirmed that the amount being requested is \$59,035. Commissioners questioned future fiscal plans for the program. Mike Ramsey noted that in addition to requests for assistance from state, county and private funding sources, various service groups would be donating services and equipment, and that approval of the 04/05 RFP would provide three years of additional funding. Linda Moore praised the DEC program and its efforts, but shared her concerns over seeing a third special funding request, especially at the six-month mark. Mark Lundberg agreed that the program is a great community asset, but cautioned that they need to find solid funding. The general consensus was to support the program in this instance, but that future special funding requests might not see the same outcome.

**Pat Cragar made a motion to grant the DEC program's special funding request for \$59,035. Phyllis Murdock seconded the motion. The motion passed unanimously.**

- (B) The membership terms for Marian Gage, Karen Marlatt and Linda Moore expire on July 1, 2004. Commissioners Marlatt and Moore have expressed interest in serving another term. Commissioner Gage has declined serving another term. The Committee recommended that the Commission advertise publicly for Marian's replacement and not limit the position to a BCOE employee, as there are a multitude of people in the community from the education arena who might be willing to serve on the Commission.

Marian spoke about her regretful but necessary decision to leave the Commission, which is mainly due to forecast budget cuts to Prop 99 in the next two years. She shared her concerns about how the Tobacco Prevention Coalition and the field of education, specifically the Butte County Office of Education, would be represented on the Commission in her absence. She made two recommendations to the Administration Committee in regard to her concerns:

- 1) That the Commission choose her replacement from the field of education in order to support School Readiness efforts, and;
- 2) Since this is a tobacco tax initiative, that the Tobacco Prevention Coalition be formally recognized as an advisory board by the Commission.

Marian noted that the strengths she brought to the Commission were in the areas of strategic planning, evaluation and grant writing, all of which are now in place and functional. She is ready and excited to focus her efforts on new projects and hopes to provide a more hands-on level of service.

Linda Moore questioned whether a policy is in place to allow an alternate Commissioner to step into a vacated position, but Cheryl confirmed that the current Butte County ordinance or Commission bylaws do not include allowance of an alternate to step into a vacated position.

**Phyllis Murdock made a motion to recommend to the Board of Supervisors the reappointment of Karen Marlatt and Linda Moore to another term of service and to publicly advertise Marian Gage's seat for replacement, not limited to BCOE. Pat Cragar seconded the motion. The motion passed with one opposition.**

Subsequent to the motion, Marian Gage strongly requested that her replacement be an educational representative. It was confirmed that although it is not necessary for an educational representative to serve on the Commission, the Butte County Ordinance lists education as one of several groups to choose from in the selection of Commissioners.

- (C) This year the Annual Statewide Conference is being held in the Bay Area. Sandra Machida has recommended that four CSUC interns working on behalf of the Commission attend the conference. The interns could carpool and share hotel accommodations, thereby lowering their travel costs substantially. The Committee discussed whether Prop 10 or School Readiness should cover travel costs for the interns, but could not make a determination so referred to the full Commission for discussion. Cheryl Giscombe checked with the State Commission to verify whether School Readiness TA funds received prior to implementation activities would be an appropriate use of funds. The state confirmed that use of funds is at the local Commission's discretion, as long as deemed appropriate. Cheryl noted that there is a \$5,000 fund set aside for costs associated with School Readiness. Because the conference is within driving distance this year, the special fund can cover travel, lodging, food, and conference registration for those wishing to attend: Three Commissioners, two staff, four CSUC interns, one School Readiness representative, and two Project REWARD representatives (twelve attendees in all).

**Pat Cragar made a motion to send twelve attendees to the 2004 Annual Statewide Conference out of the special Prop 10 fund set aside for this purpose. Marian Gage seconded the motion. The motion passed unanimously.**

- (D) The Committee recommended that the Commission form an Audit Committee to select a new auditor for the 03-04 to 04-05 fiscal years. After some discussion, the general consensus was to volunteer Jane Dolan and Mary Neumann to the Committee because of their fiscal experience. As both Commissioners were not present at the March 19th meeting, it was suggested that they be asked to serve and, if they decline, the subject be brought back for further Commission discussion.

**Phyllis Murdock made a motion to nominate Jane Dolan and Mary Neumann to an Audit Committee, pending their approval. If they decline, the subject would come back to the Commission for further discussion. Pat Cragar seconded the motion. The motion passed unanimously.**

- (E) Eva Puciata presented the DRAFT 2004/2005 Revenue and Expenditure Budgets for Commission review and approval. Budgets are due to the Butte County Auditor in May. Eva created two versions of the budgets for review purposes: a complete, detailed version and a simplified 'user friendly' version. She pointed out that the expenditure budget did include potential merit increases for staff, but did not include cost of living increases. Commissioners complimented Eva on a job well done.

**Phyllis Murdock made a motion to approve the 2004/2005 Revenue and Expenditure Budgets. Karen Marlatt seconded the motion. The motion passed unanimously.**

- (F) In June 2003, the Commission approved the following meeting schedule for year 2004: January 16<sup>th</sup>, March 19<sup>th</sup>, May 21<sup>st</sup>, September 17<sup>th</sup>, and November 19<sup>th</sup>. The Program Manager suggested an annual summer meeting be added to the schedule to conduct on-going Commission business, since the May meetings will largely be devoted to determining the RFP funding awards. It was further suggested that the 2004 July meeting be held in a park setting and include a potluck event.

**Pat Cragar made a motion to add July meetings to the Commission's schedule. Karen Marlatt seconded the motion. The motion passed unanimously.**

There was a break from 9:50- 10:05 AM.

#### Item 5: Contract Awards Committee

The Commission received thirty-seven Letters of Intent. By 5:00 PM on March 15, 2004, thirty Requests For Proposal were delivered to the Commission office. Proposals are currently being reviewed for compliance. Proposal packets, including scoring and screening documents, return mailing envelopes, and staff comments, will be distributed to Readers on March 24, 2004. A complete timeline of the scoring process was provided to Commissioners in the Contract Awards Committee Meeting Summary.

#### Item 6: Community Outreach Committee Report

The Committee met on February 23, 2004 to discuss several outreach ideas. The Committee recommended:

- (A) Approval to develop an annual one-day conference for 2005 to be held at CSUC while students are on break. Possible themes include systems integration, brain development, early learning, universal pre-kindergarten, school readiness, and/or grantee presentations. Possible keynote speakers would include Rob Reiner, Jane Henderson, Karen Hill Scott, or other identified statewide Prop 10 spokesperson. The desired audience would include grantees and technical advisory groups to BCCFC for first trial run of annual conference.
- (B) Add Jeff Fontana and Karen Marlatt to the existing Outreach Committee panel of Jane Dolan, Mark Lundberg and Linda Moore.
- (C) Guide development of a media outreach plan.
- (D) Develop County Commissioner statewide advocacy representation by Commissioners Fontana and Marlatt to report via Community Outreach Committee.

**Pat Cragar made a motion to add members Jeff Fontana and Karen Marlatt to the existing Community Outreach Committee. Phyllis Murdock seconded the motion. The motion passed unanimously.**

**Marian Gage made a motion to approve the Committee's development of (A) an Annual Conference concept, (B) Media Outreach Program, and (C) County Commissioner Advocacy representation at the state level. Pat Cragar seconded the motion. The motion passed unanimously.**

#### Item 7: Staff Report

Susan Billings shared a DRAFT concept of the first quarterly BCCFC newsletter. The newsletter will feature articles and submissions from grantees and partners, as well as staff and interested Commissioners. It is anticipated that the first issue will be ready for distribution in the summer of 2004. Commissioners suggested

that staff use local photos when possible and include a list of current grantees with a brief description of their efforts. Jeff Fontana suggested that the Outreach Committee be given editorial privileges to the newsletter.

Susan hosted a BCCFC information booth at the annual Safe From The Start conference on February 18, 2004. She played for Commissioners the video *Windows of Opportunity*, which was distributed at the event and features Rob Reiner and a host of interviews with professionals from law enforcement, education, health, social services, the judiciary, the media, and faith and domestic violence communities. The public commented that local law enforcement agencies have used this video to help sensitize officers to the dynamics of domestic violence situations and how they affect children.

Eva Puciata noted that the Prop 99 backfill for FY 03-04 from Prop 10 revenues totals \$21.7 million. This cost is shared by the State and County Commissions, and was taken from February 2004 disbursements, making Butte's February disbursement \$78,349.

Anna Dove announced that Butte County was one of two counties in the State recognized for consistently entering data into PEDS. PEDS data from Butte and Imperial counties was used for demonstration purposes at the Statewide Evaluation Regional Workshop held March 8<sup>th</sup> and 9<sup>th</sup> in Sacramento. Local PEDS training will take place the end of the month and should assist with Quarterly Reports. Also, the County's HIPAA Safety Officer Cris Navarro has reviewed PEDS and the CORE Participant Data. It is HIPAA compliant.

Bobbi Dunivan encouraged everyone to attend the March 20, 2004 Grant Council's Day at the Mall event at the Chico Mall. Most of our grantees will participate in the event and Commission staff will host a story-time booth for young mall goers.

At the last Commission meeting, Bobbi was asked to research the Commission's legal position on temporary ownership of personal expendable and nonexpendable property purchased with Commission funds. Bobbi referred the question to Dave McClain, County Council, who cited specific language that should be included in contracts to ensure the rights of the Commission, should they choose to reclaim personal property at the conclusion of a grant. That language will be further developed and directed to the Administrative Committee for recommendation, as well as added to the Agenda for the July Commission meeting. Secondly, Commissioners asked Bobbi to research whether a portable building is considered real property. She has directed the question to County Council and is currently waiting for a response.

Bobbi provided a brief update on Acacia Acres. Ms. Gile did not appear for her debtor's examination and a bench warrant was issued for her arrest. Subsequent to the issue of the warrant, the required documentation was received and bench warrant recalled. A default judgment was received against the parties in the amount of \$43,250.55 plus interest to accrue at the legal rate of 10%.

Cheryl Giscombe requested Commissioner input on a proposed Commission/staff teambuilding training to take place during the July meeting. Phyllis Murdock recalled that the original reason for an informal, outdoor July meeting was to allow for social interaction among Commissioners, staff and grantees. That interaction might not be possible with a structured teambuilding event on the agenda. Commissioners seemed in agreement to keep the structure of the July meeting as informal as possible. Pat Cragar suggested waiting on the teambuilding event until the new Commissioner is on board, an idea Marian Gage echoed. Marian supported the teambuilding idea, but suggested that it might be beneficial to hire a higher-level professional facilitator to address the specific needs of the Commission rather than Odyssey or another teambuilding company. The general consensus was to choose a facilitator that would have an appreciation of where the Commissioners are coming from and a clear idea of where the Commission is headed.

The public discussed holding an event where grantees could distribute information on their programs to Commissioners and to the community. Phyllis suggested using the large Mira Loma main hallway and opening the event to the public and to other agencies in the building. Jeff Fontana noted that the idea is very complimentary to discussions already taking place in the Community Outreach Committee.

San Luis Obispo County First 5 has asked if other county commissions are interested in pooling funds to hire a lobbyist to represent them in Sacramento regarding both Prop 10 issues and issues specific to children 0-5. Commissioners questioned the need to hire a lobbyist when we are already paying for state advocacy through the Association. What are we getting for the dues we are currently paying? What advocacy is currently going on at the state level? Commissioners also noted that most counties employ a lobbyist and anything not falling under state advocacy might be covered through Butte County. It was suggested that the Commission pursue this line of questioning before deciding whether more advocacy is needed.

Public Comment

Someone questioned whether grantees are invited to attend the May meeting and wondered how they would be notified of which proposals received a score of 85% or higher. Bobbi Dunivan confirmed that letters are currently being prepared and will be mailed to proposers soon. As announced during the most recent Grant Awards Committee meeting and at several recent trainings, the Commissioners have asked that proposers be available for questions during the May meeting, if possible. The meeting is open to the public.

A concern was voiced over spending Commission funds for state advocacy when the money is intended for the children of Butte County. Instead, a letter from a constituent might be a more cost effective route.

Staci Howell encouraged Commissioners to call her with any questions regarding the School Readiness Quarterly Report contained in their binders.

The next regular Commission meeting is scheduled for May 21, 2004.

The meeting adjourned at 11:30 A.M.

Minutes by Susan Billings  
Administrative Assistant